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DD/A Registry
81-1000

7 MAY 1981

ODP # 81-649

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MEMORANDUM FOR: Deputy Director for Science and Technology
 Deputy Director for Administration
 Deputy Director for Operations
 Deputy Director for National Foreign Assessment
 Chairman, "E" Career Service
 Director, Intelligence Community Staff

FROM : Harry E. Fitzwater
 Director of Personnel
 Policy, Planning, and Management

SUBJECT : Affirmative Action Programs for Hiring, Placement, and Advancement of Handicapped Individuals Including Disabled Veterans

REFERENCE : Rehabilitation Act of 1973
 Vietnam Era Veteran's Readjustment Assistance Act of 1974
 Executive Order 11478
 Executive Order 12106

1. We have been directed by the referenced laws and Executive Orders to develop programs aimed at the hiring, placement, and advancement of handicapped individuals, including disabled veterans. During the past few years, we have made much progress in developing affirmative action plans for hiring the handicapped and in eliminating attitudinal and architectural barriers within the Agency. However, recent EEOC directives are now much more specific and require that future accomplishments be measured by statistical increases.

2. I am asking for your support in enhancing our selective placement program by developing an Affirmative Action Program for the Handicapped for FY 1981 and FY 1982. As a first step, we plan to conduct an Agency-wide survey to identify handicapped employees. This will be accomplished by requesting that each employee complete a Form 256, "Self-identification of Medical Disability" (copy attached). We are hopeful that, with your support, we can establish an accurate data base from which to develop this program.

3. We are planning to conduct the survey during June 1981. At that time, each personnel office will be asked to distribute the self-identification forms along with the attached memorandum of explanation. When the completed forms are returned, this office will update the individual personnel record and prepare statistical data for each office. Following preparation of this data, we will request each office to begin to develop realistic affirmative action programs.

4. Our success in developing an Affirmative Action Program and accomplishing our goals is dependent on the support and commitment from Agency managers at all levels. Your support in the development and implementation of our Affirmative Action Program for the handicapped will be appreciated.

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Harry E. Fitzwater

MEMORANDUM FOR: All Employees

FROM : Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

SUBJECT : Self-identification of Medical Disability

1. The Office of Personnel Policy, Planning, and Management is conducting an Agency-wide survey to identify the number of employees with medical disabilities as well as the particular types of disabilities. Your cooperation and support is essential if we are to develop a realistic data base on which to build an affirmative action program for the hiring, placement and advancement of handicapped individuals including disabled veterans.
2. Each Agency employee is asked to complete the attached Standard Form 256, "Self-identification of Medical Disability," during the month of June. The completed form should be placed in a sealed "Eyes Only" envelope and returned to:

Selective Placement Coordinator
OPPPM/SPD/PPB
Room 836, Ames Building

The results of the survey will be treated as privileged information. No record will be retained of the handicapping conditions of specific individuals. The survey data will be incorporated into the Agency's statistical base and will be furnished to individual Agency components to form a basis for developing Affirmative Action Programs.

3. If you have any questions, please contact our Selective Placement Coordinator, [redacted]

Harry E. Fitzwater

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DDA

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ODP # 81-649

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FROM:		EXTENSION	NO.	
Asst. Dir. Coord. for the Handicapped 7D-10 Hqs.			DATE 18 May 1981	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. D/ODP 2D-00 Hqs.		6/13	J	FYI: Attached is a memorandum from the D/Pers requesting the support of each office in developing an Affirmative Action Program (AAP) for the Handicapped for FY 1981 and FY 1982. As a first step, the Office of Personnel plans to conduct an Agency-wide survey to identify handicapped employees. I am advised by OP that Form 256, "Self-identification of Medical Disability" will be distributed via the Employee Bulletin Channels. After OP compiles the statistical data, each office will be asked to develop a realistic AAP. I will advise of any further information on this subject.
2. EO -		1981	GD	
3. DD		2081	GC	
4. C/AS		22 MAY 1981	LSD	
5. PO/AS/ODP		6/4	QA	
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11.				
12.				
13.				
14.				
15. Affirmative Action Program file no. No descriptn				

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Early warning Alert
PO/AS/ODP will have
action in June 81.

Copies to MZ Board-Dark
+ C/S/B